

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: DEC 2 1951

FROM : Chief of Procurement

SUBJECT: Revision of the Functions of the Building Supply Officers

1. The general functions of the Building Supply Officers as outlined in Procurement Office Directive No. 15, dated 13 April 1951 includes: \*the requisitioning of all expendable and non-expendable administrative supplies and equipment for use, transfer or turn-in of equipment, coordination with Administrative Services relative to effecting minor repairs or services; and requests for movement of property.

2. It is the opinion of this Office that the function of coordination with Administrative Services relative to effecting minor repairs or services, and requests for movement of property should be omitted from the functions of the Building Supply Officers for the following reasons:

a. At the present time the Building Supply Officers are required to perform the following services:

- (1) Request the replacement of defective light bulbs and broken windows.
- (2) Request the repair of: floor coverings, wooden flooring, hand rails, walls, defective window and door locks, plaster or wall board, venetian blinds, wall receptacles, defective wiring, radiators, leaky pipes, toilet facilities, roof leaks, buzzers, air conditioning units, fans, drinking fountains, etc.
- (3) In addition to the above, requests are directed to the Building Supply Officers relative to the proper installation of Xmas trees, odd smells in walls, presence of ants, mice, cockroaches, disposition of garbage, adjustment of room temperatures, rooms improperly cleaned, etc.

b. All of the functions listed in paragraph 2a above are functions delegated to the Building Maintenance and Utilities

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Division of the Administrative Services Office and not those of the Procurement Office. The preparation of requests, forms, etc., necessary to fulfil these functions and the actual maintenance work involved requires approximately the time of one Building Supply Officer in each location.

c. Under the present system individuals in the various activities direct their requests for these services to the Building Supply Officer. He in turn is required to relay the request to the Building Maintenance and Utilities Division for necessary action. This procedure involves an extra step in the processing of these requests which causes unnecessary delay in the completion of requested service.

d. The acceptance of requests for services outlined in paragraph 2a above places the Building Supply Officer in the position of being responsible for functions over which they have no control inasmuch as the authority to effect such services is delegated to Administrative Services.

3. It is recommended therefore, that the Building Supply Officers be entirely relieved of all duties pertaining to building maintenance and services and that these requests be made directly to Administrative Services.

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JAMES A. GARRISON

15 January 1952

MEMORANDUM FOR THE RECORD:

Discussions held with Mr. Garrison to explain basic concept of this program and further conferences held with [REDACTED] for final determination that these functions will remain as a responsibility of the Procurement Office. [REDACTED] will transmit directly to Mr. Garrison authorization for direct contact with GSA personnel for many of the functions assigned.

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